

FOLLOWING ARE THE SUBMITTAL REQUIREMENTS FOR INDIVIDUAL URBAN COUNTY GOVERNMENT AGENCIES FOR APPROVAL TO ISSUE A BUILDING PERMIT FOR NEW BUILDINGS OR ADDITIONS. ALL PLANS MAY BE SUBMITTED TO A JOINT "REVIEW BOARD" MEETING ON TUESDAYS BEGINNING AT 9:00 AM IN THE DIVISION OF BUILDING INSPECTION, 101 E VINE ST, SUITE 210. (CALL FOR APPOINTMENT IN ADVANCE.) APPLICATIONS CAN BE DOWNLOADED FROM OUR WEBSITE AT www.lexingtonky.gov REMODEL, FITUP AND CHANGE OF USE PERMITS ARE SCHEDULED STARTING AT 1:00 PM AND ONLY REQUIRE 2 SETS OF CONSTRUCTION PLANS.

Plans Required for Morning Review Board: 6 site plans, 2 sets construction plans, and 1 landscape plan

Division of Building Inspection (Current KBC)
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Office Location: 101 E. Vine St., Ste 210
Lexington, KY 40507
Phone (859)-258-3770 Fax (859) 258-3780
Attn: Commercial Section

Mailing Address: Division of Building Inspection
200 E. Main Street
Lexington, KY 40507

Requires:

- ☐ 1 completed application
- ☐ 1 set of construction drawings with 2 site plans
- ☐ 1 set of specifications if available
- ☐ 1 landscape plan Attn: Mark Newberg
- ☐ 1 copy of energy calculations
- ☐ 1 copy of mechanical plans

Use 101 E. Vine St., Ste. 210 for hand or overnight deliveries

Division of Fire and Emergency Services (Current KBC, NFPA 70)

219 E. Third St.(Central Fire Station)
Lexington, KY 40507
Phone (859) 231-5668
Attn: Capt. Bob Littrell

Requires:

- ☐ 1 completed application
- ☐ 1 set of construction drawings with one site plan

Division of Engineering

101 E. Vine St., 1st floor
Lexington, KY 40507
Attn: Charles Saylor
Phone (859) 425-2212

Requires:

- ☐ Commercial developments shall submit one copy of the site plan containing information on storm water management, erosion control, and grading as outlined in the Engineering Manuals adopted by the LFUCG 1/1/01.

Division of Traffic Engineering
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101 E Vine St 3rd Floor
Lexington, KY 40507
Phone (859) 258-3480
Attn: Jim Gallimore

Requires:

- ☐ 1 site plans showing parking layout, access drive with approach apron details, road sections, and curb, gutter and sidewalk sections.

Waste Management

675 Byrd Thurman Dr.
Lexington, KY 40510
Phone (859) 621-0191
Attn: Gary Warner

Requires:

- ☐ 1 site plan showing location and screening for dumpsters.

Addressing Office, Department of Public Safety

101 E. Vine St., 5th floor
Lexington, KY 40507
Attn: Paul Hockensmith
Phone (859) 258-3583

Requires:

- ☐ 1 site plan showing building envelope, building's exterior access points (doors), building's location relative to named easements (streets), and all access points to site (aprons/driveways).